

CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT

<b>CLASSIFICATION TITLE</b>	<b>DISTRICT/DIVISION/OFFICE</b>	
Associate Transportation Planner	District 1 – Transportation Planning – System & Community Branch	
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b>	<b>EFFECTIVE DATE</b>
System Planning Products Coordinator	901-800-4721-	5/8/14

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly, as scheduled and on time; working cooperatively with team members and others enables the Department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat everyone fairly, honestly, and with respect are important to each member of the teams, as well as those we serve.

**GENERAL STATEMENT:** Under the supervision of the Chief, Office of System, Regional and Community Planning, a Senior Transportation Planner, the incumbent contributes to System Planning products, including but not limited to: Transportation Concept Reports, the District 1 System Management Plan, Special Studies, and other System Planning reports. The incumbent develops technical information for use in System Planning products and prepares special studies/investigations. Incumbent manages data and may use Geographic Information Systems and Travel Demand Models for specific assignments. Incumbent communicates both in written and verbal form with other units within Caltrans, outside agencies, and occasionally with the general public. May serve as leadworker.

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup>

- 60%(E)** Prepares or updates Planning products, including but not limited to: Transportation Corridor Reports, Transportation System Development Plans, District System Management Plan for District 1, PIFs, and Special Assignments and Studies. These activities also include verbal presentations of System Planning products at meetings, data gathering, as well as technical writing and responses to comments from others.
- 30%(E)** Gathers and develops information for the preparation of Project Initiation Forms (PIFs). Develops technical information for use in System Planning products. This may include capacity and Level of Service (LOS) analysis, accident information analysis, and operational analysis of the State Highway system. Prepares special studies/investigations which may include Highway Corridor Studies, impact of local development on transportation systems, Scenic Highway/Scenic Byways, Before and After traffic studies assigned to the Transportation Planning Branch, and Traffic Volume Forecasting.
- 5%(E)** Prepares and presents System Planning products at meetings. Gathers and manages data in support of traffic modeling, forecasting, and Geographic Information Systems.

**5%(M)** Attends and participates in staff meetings, maintains various data bases; prepares planning and investigative reports for management as needed.

**SUPERVISION EXERCISED OVER OTHERS:**

There are no direct supervisory responsibilities in this position.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:**

Knowledge of: System and Community Planning relies on gathering data, calculations, and summarizing available information and must rely upon written and verbal communication. Must have ability to compose, interpret, analyze, edit, and respond to detailed planning documents.

Incumbent must have exemplary skills in written and spoken expression, comprehension, and interpretation. Must be able to express him/herself clearly, creatively, and professionally. Must have the ability to develop and present professional quality work to internal and external stakeholders. Must have thorough knowledge of the Department's mission and policies, and the ability to effectively and efficiently manage projects.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

Employee is responsible for the timely initiation and completion of all assigned tasks/projects. The employee may need to coordinate work with others in the branch. Failure to diligently prosecute the above may delay projects and/or the work of others, increase and result in a less than satisfactory product. Developing and disseminating inaccurate information would be detrimental to the Department's public image.

**PUBLIC AND INTERNAL CONTACTS:**

The person filling this position will have contact with local and regional agencies, their staff, and the public. In addition, he/she will work with other Caltrans functional units within the Planning Division, District 1, the North Region, and Caltrans Headquarters.

**WORK ENVIRONMENT:**

While at their base of operation, employee will work in a climate-controlled office under artificial lighting. Employee may also be required to drive to field sites, work outdoors and may be exposed to a variety of climatic and geographical conditions, e.g., dirt, noise, uneven surfaces, and extreme heat or cold.

**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:**

Reviewing reports may require sitting for prolonged periods of time. Field work will require standing and/or walking for prolonged periods of time in all kinds of weather. Mental requirements may include sustained mental activity needed for report analyses. Emotional requirements may include the ability to develop and maintain cooperative working relationships in an interdisciplinary setting, respond appropriately to difficult situations, recognize emotionally charged issues and problems and acknowledge the various responses.

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I have read, and understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

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Employee Name *(please print)*

Employee Signature

Date

I have discussed and provided a copy of this duty statement to the employee named above.

Rex Jackman

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Supervisor Name *(please print)*

Supervisor Signature

Date